

## **Appendix A - Information Required With Applications**

### ***Section A-1 In General.***

a) As provided in Section 16-4.1.4, it is presumed that all of the information listed in this appendix must be submitted with an application for a zoning, sign, special use, or conditional use permit to enable the permit-issuing authority to determine whether the development, if completed as proposed, will comply with all the requirements of Chapter 16. As set forth in Section 16-5.2, applications for variances are subject to the same provisions. However, the permit-issuing authority may require more information or accept as sufficient less information according to the circumstances of the particular case. A developer who believes information presumptively required by this appendix is unnecessary shall contact the planning staff for an interpretation.

b) As also provided in Section 16-4.1, the administrator shall develop application processes, including standard forms, to simplify and expedite applications for simple developments that do not require the full range of information called for in this appendix. In particular, developers seeking only permission to construct single-family houses or duplexes or to construct new or modify existing signs should contact the administrator for standard forms.

### ***Section A-2 Written Application.***

a) Every applicant for a variance or a zoning, sign, or conditional use permit shall complete a written application containing at least the following information:

- 1) The name, address, and phone number of the applicant.
- 2) If the applicant is not the owner of the property in question, (1) the name, address, and phone number of the owner, and (2) the legal relationship of the applicant to the owner that entitles the applicant to make application.
- 3) The date of the application.
- 4) Identification of the particular permit sought.
- 5) A succinct statement of the nature of the development proposed under the permit or the nature of the variance.
- 6) Identification of the property in question by street address and tax map reference.
- 7) The zoning district within which the property lies.
- 8) The number of square feet in the lot where the development is to take place.
- 9) The gross floor area of all existing or proposed buildings located on the lot where the development is to take place.
- 10) If the proposed development is a multi-family residential development, the number of one, two, three, or four bedroom dwelling units proposed for construction.

### ***Section A-3 Development Site Plans.***

Subject to Section A-1 of this appendix, every application for variance or a zoning, sign, or conditional use permit shall contain plans that locate the development site and graphically demonstrate existing and proposed natural, man-made, and legal features on and near the site in question, all in conformity with Sections A-4 through A-6 of this appendix.

#### ***Section A-4 Graphic Materials Required for Plans.***

- a) The plans shall include a location map that shows the location of the project in the broad context of the town or planning jurisdiction. This location map may be drawn on the development site plans or it may be furnished separately using reduced copies of maps of the Blowing Rock planning jurisdiction available in the office of the administrator.
- b) Development site plans shall be drawn to scale, using such a scale that all features required to be shown on the plans are readily discernible. Very large developments may require that plans show the development in sections to accomplish this objective without resort to plans that are so large as to be cumbersome, or the objective may be accomplished by using different plans or plans drawn to different scales to illustrate different features. In all cases, the permit-issuing authority shall make the final determination whether the plans submitted are drawn to the appropriate scale, but the applicant for a conditional or special use permit relies in the first instance on the recommendations of the administrator.
- c) Development site plans should show on the first page the following information:
  - 1) Name of Applicant
  - 2) Name of Development (if any)
  - 3) North Arrow
  - 4) Legend
  - 5) Scale
- d) All of the features required to be shown on plans by Sections A-5 and A-6 may be included on one set of plans, so long as the features are distinctly discernible.

#### ***Section A-5 Existing Natural, Man-Made and Legal Features.***

- a) Development site plans shall show all existing natural, man-made, and legal features on the lot where the development is to take place, including but not limited to those listed below. In addition, the plans shall also show those features indicated below by an asterisk that are located within fifty feet in any direction of the lot where the development is to take place, and shall specify (by reference to the *Table of Permissible Uses* or otherwise) the use made of adjoining properties.
- b) Existing natural features:
  - 1) Tree line of wooded areas.
  - 2) Individual trees eighteen inches in diameter or more, identified by common or scientific name.
  - 3) Orchards or other agricultural groves by common or scientific name.
  - 4) \*Streams, ponds, drainage ditches, swamps, boundaries of floodways and floodplains.
  - 5) (If the proposed development is a subdivision of more than fifty lots or if more than five acres of land are to be developed), base flood elevation data (See Article 16).
  - 6) \*Contour lines (shown as dotted lines) with no larger than two foot contour intervals. [As indicated in Subsection A-6(B)(17), proposed contour lines shall be shown as solid lines.]
- c) Existing man-made features:

- 1) \*Vehicle accommodation areas (including parking areas, loading areas and circulation areas, see Section 16-20), all designated by surface material and showing the layout of existing parking spaces and direction of travel lanes, aisles, or driveways.
- 2) Streets, private roads, sidewalks, and other walkways, all designated by surface material.
- 3) Curbs and gutters, curb inlets and curb cuts, and drainage grates.
- 4) Other storm or drainage facilities, including manholes, pipes, and drainage ditches.
- 5) Underground utility lines, including water, sewer, electric power, telephone, gas, cable, television.
- 6) Above-ground utility lines and other utility facilities.
- 7) \*Fire hydrants.
- 8) Buildings, structures and signs (including dimensions of each).
- 9) Location of exterior light fixtures.
- 10) \*Location of dumpsters.

d) Existing legal features:

- 1) The zoning of the property, including zoning district lines where applicable.
- 2) Property lines (with dimensions identified).
- 3) Street right-of-way lines.
- 4) Utility or other easement lines.

***Section A-6 Proposed Changes in Existing Features or New Features.***

a) Development site plans shall show proposed changes in (1) existing natural features [see Section A-5(b)]; (2) existing man-made features [see Section A-5(c)]; and (3) existing legal features [see Section A-5(d)].

b) Development site plans shall also show proposed new legal features (especially new property lines, street right-of-way lines, and utility and other easements), as well as proposed man-made features, including, but not limited to, the following:

- 1) The number of square feet in every lot created by a new subdivision.
- 2) Lot dimensions, including lot widths measured in accordance with Section 16-12.3.
- 3) The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings and freestanding signs are set back from property lines, streets or street right-of-way lines (see Section 16-12.4).
- 4) Principal side(s) building elevations for typical units of new buildings or exterior remodelings of existing buildings, showing building heights (see Section 16-12.6.7) and proposed wall sign or window sign area;
- 5) The location and dimensions of all recreational areas provided in accordance with Article 13, with each area designated as to type of use;
- 6) Areas intended to remain as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.
- 7) Streets, labeled by classification (see Section 16-14) and street name showing whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths. Private roads in subdivisions shall also be shown and clearly labeled as such.

- 8) Curbs and gutters, curb inlets and curb cuts, drainage grates.
- 9) Other storm water or drainage facilities, including manholes, pipes, drainage ditches, retention ponds, etc.
- 10) Sidewalks and walkways, showing widths and surface material.
- 11) Bridges.
- 12) Outdoor illumination with lighting fixtures sufficiently identified to demonstrate compliance with Section 16-15.7.
- 13) Underground utility lines, including water, sewer, electric power, telephone, gas, cable television. Water and sewer pipe line signs shall be labeled.
- 14) Aboveground utility lines and other facilities.
- 15) Fire hydrants.
- 16) Dumpsters.
- 17) New contour lines resulting from earth movement (shown as solid lines) with no larger than two foot contour intervals (existing lines should be shown as dotted lines).
- 18) Scale drawings of all signs requiring permits pursuant to Article 17, together with an indication of the location and dimensions of all such signs.
- 19) Vehicle accommodation areas (including parking areas, loading areas, and circulation areas, see Definitions), all designated by surface material and showing the dimensions and layout of proposed parking spaces and the dimensions and direction of travel of lanes, aisles, and driveways.
- 20) Proposed plantings or construction of other devices to comply with the screening requirements of Article 22 as well as proposed plantings of trees to comply with the shading requirements of Article 22. Plans shall label shrubbery by common or scientific name, show the distance between plants and indicate the height at the time of planting and expected mature height and width. Plans shall label trees by common or scientific name, show the circles of the mature crowns (major trees shall be drawn at diameter = 30'; dwarf or decorative trees shall be drawn at their actual mature crown), and indicate the height at the time of planting.

#### ***Section A-7 Documents and Written Information in Addition to Plans.***

a) In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested:

- 1) Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.
- 2) Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development, as set forth in Article 15, and that all necessary easements have been provided.
- 3) Detailed description of play apparatus to be provided in miniparks.
- 4) Legal documentation establishing homeowners associations or other legal entities responsible for control over required common areas and facilities.

- 5) Bonds, letters of credit, or other surety devices.
- 6) Stamped envelopes containing the names and addresses of all those to whom notice of a public hearing must be sent to comply with Section 16-6.2 or Section 16-3.1.2.
- 7) Complete documentation justifying any requested deviation from specific requirements established by this chapter as presumptively satisfying design standards.
- 8) Written evidence of permission to use satellite parking spaces under the control of a person other than the developer when such spaces are allowed pursuant to Section 16-20.11.
- 9) Written evidence of good faith efforts to acquire satellite parking under the circumstances set forth in Section 16-20.12.
- 10) Time schedules for the completion of phases in staged development, as required by Section 16-4.13.

***Section A-8 Number of Copies of Plans and Documents.***

With respect to all plans and other documents required by this Appendix, the developer shall submit the number of copies that the Administrator deems necessary to expedite the review process and to provide necessary permanent records. The number of copies of plans and other documents required shall be in the sole discretion of the Administrator.

